



NORTH CAROLINA NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



POSITION AND DUTY MOS:
Personnel/Admin NCO,
92F30

RANK/GRADE:
SSG/E6
(Minimum: SGT/E5)

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NATIONWIDE

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**NCARNG
SOLDIERS ONLY**

ANNOUNCEMENT #:
AGR-FTM 2014-47

UNIT, LOCATION, POC:
CO E 1st BN 130th AVN/ Morrisville, NC
POC: SFC McKoy, Teresa (919) 804-5300 Ext 16277
teresa.a.mckoy.mil@mail.mil

OPENS:
20 May 2014

CLOSES:
20 June 2014

POSITION DESCRIPTION: Responsible for accomplishing the commander's plans and programs to attain the unit's training and mobilization readiness objectives. Drafts training schedules and maintains training library and training aids account. Advises unit commander on unit mobilization posture and requirements and maintains unit mobilization plan. Advises enlisted soldiers on military education requirements and prepares applications for Army Service schools and extension courses. Prepares reports, briefing materials and correspondence related to training as required by the Training Officer, the commander and higher headquarters. Assists in unit recruiting and retention activities. Performs administrative and personnel duties in support of assigned unit. Advises commander and staff on personnel issues. Prepares memorandums, endorsements, messages, evaluation reports, strength and attendance reports, pay actions, and a variety of other personnel and administrative actions. Publishes and distributes unit orders. Prepares, sorts, and distributes incoming and outgoing correspondence. Maintains unit reference library. Safeguards and manages unit supplies and equipment. Performs other military duties as required by mission.

QUALIFICATION REQUIREMENTS: Must be qualified in or meet prerequisites for MOS **92F** in accordance with DA Pam 611-21-- includes **minimum score** in aptitude area **CL** in Armed Services Vocational Aptitude Battery (ASVAB) tests as follow: **90** if administered prior to **2 January 2002**, or **88** if administered after on and **2 January 2002 and prior to 1 July 2004**, or **86** in **CL** and **85** in **OF** on and after **1 July 2004** If not MOS qualified, must qualify within one year of assignment or be reassigned or released from AGR tour. Must meet retention medical/physical standards of Chapter 3, AR 40-501. Must have sufficient remaining service obligation to complete initial three-year AGR tour. Must not have served more than 15 years of Active Federal Service (AFS). Must be able to complete all military education requirements as determined by JFHQ-NC/NGB. Must meet other entrance requirements of AR 135-18. Note: Most soldiers previously involuntarily separated from active duty or reserve status are not eligible for entry on AGR duty.

PLEASE READ DISCLAIMER: You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications will be considered "**Not Qualified**" because of lack of information. HRO is not responsible for incomplete packets; however, applicants with incomplete packets will be notified by **email only** within 30 days of closing date of announcement with a suspense date. Applications and associated documents will not be returned nor considered for future vacancy announcements. Do not submit original documents. **MAIL APPLICATIONS TO:** NGNC-HRO-AGR, 1636 Gold Star Drive, Raleigh, NC 27607-3371. Applications must be received in the HRO Office or emailed to ng.nc.ncarng.mbx.hro-agr@mail.mil (in one attachment) no later than 1600 hours on the closing date of the announcement. Applications must not be mailed using government-supplied envelopes or postage.

THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units and MOSs some positions may have gender restrictions.

AGR APPLICATION CHECKLIST
M-DAY SOLDIERS

- _____ 1. NGB Form 34-1 Application for AGR (dated NOV 2010-previous editions are obsolete)
Include e-mail address at the top 1st page of NGB Form 34-1.
_____ Age: Over 18, under 55?
_____ Current NCARNG soldier? If not check whether announcement is nationwide.
_____ Block IV all should be NO except for 9 and 10. If YES attachment for explanation.
_____ Signed and dated.
- _____ 2. Certified copy of ERB/ORB
_____ ASVAB scores match the qualification requirements for the announcement.
_____ If female applicant, is position open to females?
_____ Qualified for AOC/MOS or meets DA Pam 611-21 prerequisites?
- _____ 3. Personnel Qualification Record
- _____ 4. DA Form 705 reflecting latest APFT (must be current within 1 year)
_____ Passed APFT.
_____ DA Form 3349 Physical Profile (for alternate APFT).
_____ Meet HT/WT IAW AR 600-9? If not check for DA Form 5500/5501 reflecting latest HT/WT
- _____ 5. PHA or IMR (within 15 months) or DD Form 2808 and 2807-1 (within 5 yrs).
- _____ 6. DA Form 7349-R Annual Medical Certificate – Page 1 only (must be signed within 30 days).
- _____ 7. DA Form 2166-8 NCOER / DA Form 67-8/9 OERs – last 3 copies.
_____ If newly promoted check for letter of recommendation from Commander or senior NCO.
- _____ 8. All DA 1059's
_____ Training meets qualification requirements for the announcement.
_____ Soldier achieve Honor Graduate?
- _____ 9. DD Form 214 (must have items 23-30 included),
_____ Reentry Code should be RE-1 or RE-2 (ineligible if RE-3 or RE-4).
_____ Character of Service should be Honorable Discharge.
- _____ 10. NGB Form 23/23b Retirements Points History Statement (RPAM)
_____ Calculate all prior Active Federal Service _____ years, _____ months (over 15 required waiver, over 17 not considered unless MOSQ). For officers can serve at least 5 years before MRD?
_____ DA Form 1506 Statement of Service (alternate for Reserve or Active Army Soldiers)
_____ If former AGR soldier, at least 12 months since REFRAD?

NOTE: Packets received without certification or signatures will be considered incomplete. If you are deployed, submit a memo stating the following: you are deployed, tentative date of your redeployment and include all POC information – i.e. DSN phone numbers and all email address(es). The documents listed above must be enclosed (photocopies only – do not send originals): NO BINDERS

AGR APPLICATION CHECKLIST
AGR SOLDIERS

_____ 1. OTAGNC Form 690-101, AGR Mobility Application (Oct 2002). **Include e-mail address at the top 1st page of OTAGNC Form 690-101.**

- _____ Current NCARNG soldier? If not check whether announcement is nationwide.
- _____ Is soldier currently under 18 months initial tour stabilization?
- _____ If lateral transfer, is soldier MOSQ for vacant position?
- _____ Signed and dated.

_____ 2. Certified copy of ERB/ORB and/or DA Form 2-1.

- _____ Is soldier stabilized (SGT/SSG one year since last upward mobility assignment; SFC/MSG two years since last upward mobility assignment)?
- _____ ASVAB scores match the qualification requirements for the announcement.
- _____ If female applicant, is position open to females?
- _____ Qualified for AOC/MOS or meets DA Pam 611-21 prerequisites?

_____ 3. Personnel Qualification Record.

_____ 4. DA Form 705 reflecting last two APFTs (must be current within 6 months)

- _____ Passed APFT.
- _____ DA Form 3349 Physical Profile (for alternate APFT).
- _____ Meet HT/WT IAW AR 600-9? If not check for DA Form 5500/5501 reflecting latest HT/WT

_____ 5. PHA or IMR (within 15 months) or DD Form 2808 and 2807-1 (within 5 yrs).

_____ 6. DA Form 7349-R Annual Medical Certificate – Page 1 only (must be signed within 30 days).

_____ 7. DA Form 2166-8 NCOER / DA Form 67-8/9 OERs – last 3 (covering 36 months).

- _____ If newly promoted or missing rated time check for letter from Commander.

_____ 8. All DA 1059's

- _____ Training meets qualification requirements for the announcement.
- _____ Soldier achieve Honor Graduate?

_____ 9. Letter of Recommendation from Brigade AO.

_____ 10. Current AGR Orders.

NOTE: Packets received without certification or signatures will be considered incomplete. If you are deployed, submit a memo stating the following: you are deployed, tentative date of your redeployment and include all POC information – i.e. DSN phone numbers and all email address(es). The documents listed above must be enclosed (photocopies only – do not send originals): NO BINDERS